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LIBRARY SCIENCE  
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# MINNESOTA LIBRARIES



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DEPARTMENT OF EDUCATION  
STATE OF MINNESOTA  
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# The George Sverdrup Library

AGNES B. TANGJERD

*Librarian, Augsburg College and Theological Seminary*

ON JUNE 12, 1955, the new library building on the Augsburg campus was dedicated. This ceremony was the culmination of several years of planning, giving, and working on the part of many friends of the College and Seminary. For the campus community it meant the filling of a great gap in facilities with another beautiful and practical building.

The new library is attached at all levels to one corner of Science Hall, built in 1949, to form an L-shaped building. The main street entrance to Science Hall serves both buildings; the main library entrance, however, is on the campus side. The relationship of these structures to one another determined to some extent the general plan of the new wing. Another factor that had to be taken into consideration in planning was that this new building was to serve several purposes.

## Construction

The George Sverdrup Library is a reinforced concrete structure consisting of a ground floor and two stories. It is joined to and made an integral part of Science Hall. The distinctive exterior features are brick spandrels carried through from Science Hall and window walls of thermopane glass, those on the south, east and west sides of the building being tinted to lessen light glare. The wide spacing of columns and use of glass partitions create a feeling of spaciousness throughout the interior areas. Woodwork throughout is of rift sawn white oak, finished in blond. The entries from the campus and the lobby are panelled in marble. Floors in the main reading room and lobby are of rubber tile; those in all other areas are of asphalt tile, except in the wash rooms where ceramic tile has been used for both floors and wainscots. All ceilings are acoustic tile. Fluorescent lighting is used in all areas, providing a high level of illumination for library study. The building is heated from the central heating plant, by thermostatically controlled fin tube radiation.

The building is 75' x 140' with a cubic content of 357,000 cubic feet and 29,800 square feet of space, exclusive of heating

tunnels. The cost of all contracts and architect's fees totals \$405,300, which includes a \$7,000 charge for the replacement of a defective steam line to Memorial Hall (Boys' dormitory adjacent to the new building). Building construction began July 15, 1954. The structure will be equipped and taken into use the fall semester of 1955.

## General Plan

The first floor reading and reference room extends the full length of the building, the long wall having north exposure. This room is one and three-fourth modules wide (each module 22½') and seats 180 students. This includes two small glassed-in conference rooms, which can also be used by students who wish to study together. The module area at the extreme east end of the room houses about half the book collection on Hamilton bracket-type shelving. Adjacent to this stack area is an alcove for three typing booths equipped with special lighting fixtures. Under the windows around three sides of the room are built-in book shelves for the bound periodicals. One fairly long wall, with full shelving, and counter-height shelving at the modular posts house the reference collection. This room is separated from the entrance lobby and work areas by a partition of glass from floor to ceiling.

The south side of the first floor is one and one-fourth modules wide. A lounge area, space for the public catalog, the charging and reserve desks, the librarian's office, a cataloging bay, a processing nook, staff room, and a janitor's supply room comprise this part of the floor. Here are also stacks for books on reserve, the unbound periodicals, and the vertical file.

The second floor, which may be reached by direct stairway from the first floor reading room or by corridor from Science Hall, has a large reading room (north exposure) with two seminars opening from it. The rest of the main book collection is in this second floor reading room.

A lecture room for the Seminary has been provided by partitioning off a portion of the reading room. On this level there are also

a small seminar for the Theological Seminary and eight faculty offices, all opening from corridors.

The ground floor of the library has a large storeroom for gift collections and old periodical files. Opening from this room is a specially-equipped archives library for documents, books, and records of historical significance for the college, for the Lutheran Free Church, and for people of this area. A stairway and an elevator, which also goes to the second floor reading room, connect these rooms with the cataloging area immediately above them.

The larger part of the ground floor has been set apart for special purposes. At the front of the building there is a reception room with a serving kitchen and closets for storing folding chairs and art exhibit equipment. One wall of this room has picture grooves built into the plastered walls, above which are lighting fixtures to furnish special illumination. A similar art display wall has been provided in an "art bay" on the second floor. The rest of the ground floor is a combination audio-visual center and education methods laboratory. In this unit there is a large double classroom for the Education Department, where the high school textbook library is shelved. Opening from it is the library science classroom, with its practice collection. There are two offices for faculty members of the Department of Education, two small sound-proof listening rooms, and a larger room which will serve as a laboratory for audio-visual instruction and as a place for studying and pre-viewing materials in this field. An entry to this area will also serve as an office for the library assistant, who will have general supervision of the entire unit and who will circulate the materials housed here to faculty and students.

Between this new structure and Memorial Hall, adjacent to it, there are a delivery entrance and a large storeroom. All truck deliveries to the College will come in here. The elevator that has been installed is larger than an ordinary stack elevator, since it is to serve the maintenance and purchasing personnel as well as the library. On the ground and second floors the elevator opens to corridors as well as to library areas, so that trucking through library reading rooms is eliminated.

### A Few Special Features

The ground floor is at about the same level as the sidewalk outside. A ramp has been built here so that students who are confined to wheel chairs may come into the building without having to be carried. These people will be given the use of the elevator, not intended for ordinary passenger service, so that they may have immediate access to all levels of the library and all except the third floor of Science Hall.

The dining hall of the College is in Memorial Hall. A ramp has been installed between this area and the ground floor of the library so that food service for the reception room may be provided as conveniently as possible.

There are two modular posts in the library lobby. These are covered with marble as are the walls. A custom-built charging desk, in two sections, is placed at one of these posts. The other one divides a lounge area from the public catalog. These posts, which otherwise would seem to have broken up a beautiful lobby, have thus been used to form natural divisions in the general plan.

Behind the main circulation desk there is an oak panel from floor to ceiling. It conceals shelving for the books on reserve and the unbound periodicals. On it there has been installed a beautiful clock which is controlled by the master clock of the school. All clocks in the new building — in the reading rooms, classrooms, and seminars — are so controlled.

### Lighting

The lighting throughout the library is fluorescent. In the first floor reading room there are four four-foot square fixtures, covered with opaque glass, in each module. In the stack areas and on the second floor the fixtures are arranged in long ranges, also covered with opaque glass. The main charging desk is provided with spot lights. Double electric plugs are provided in large numbers throughout the building.

### Library Furniture

The two sections of the circulation desk were designed by the librarians. One section is counter-height and is to be used to circulate the reserve collection, which is shelved immediately behind it. There are four drawers at one end, an enclosed storage cabinet at the other end, and four shelves for books being returned. The charging



well is deep enough to hold the long reserve slips. The cover of the well is removable and is to be used as a shelf below the well except when the desk is closed for the night. Provision is made for two people to work together at each desk.

The other section is table height for the circulation assistants, but a counter-height shelf is provided for writing by the patrons. Under the shelf, and hidden from sight, are cubby holes for all the slips and cards used at the desk. This section has also a built-in typewriter shelf which can be pushed into the desk when not in use. The cover of the charging well here is to be used as a shelf below the trays, as in the other section. Both sections of the desk are finished in red formica, with the wooden parts in blond oak to match the woodwork of the rest of the library.

In the reading and reference room on the first floor, tables and chairs are in blond to match the woodwork. Each full module bay accommodates two tables for six (rectangular) and two tables for four (round and rectangular in alternate bays). The chairs for the round tables are in red leather to match the charging desk.

Library Bureau of Remington Rand is supplying the new tables, the catalog cases, a catalog table, magazine racks, and an atlas case for the first floor, all in blond finish. Furniture purchased recently for the old library is being used in other areas, such as reading rooms, classrooms, and seminars.

#### Color Scheme

The main reading room has gray rubber tile floors, each module bay being set off from the others at the posts by a darker strip of tile. The module posts are painted dark gray, the plastered walls a bright yellow. The red leather upholstered chairs add another touch of color, and the end panels of the stacks, facing the reading room, also carry this red, matching the circulation desk. The gray tile floor extends through into the lobby, but the marble walls here are tan, similar in shade to the blond finish of the woodwork. The walls in the stairway are dark gray, matching the module posts.

The librarian's office and the workrooms have green asphalt tile floors and walls painted to match.

The ground and second floor reading rooms and seminars are unpainted, but have tan asphalt tile floors. The offices on the

second floor, also unpainted, have floors of green asphalt tile.

The reception room is the only room in the building which does not have blond oak woodwork. One entire wall is in dark walnut panelling. The other three walls and most of the ceiling are in a delicate rose-beige; a section of the ceiling, which is dropped about 14 inches, is in gold; the modular post in this room is *round* and is painted a dark mulberry. The floor is finished in brown asphalt tile.

On the ground floor there are several store rooms, a janitor's room, and lavatories for men and women. Because of the heavy trucking which is anticipated, the corridors were finished in tan tile. This tile and the marble in the entrance areas are designed to lessen the expense of upkeep. The rest rooms are in tan ceramic tile.

#### Open and Closed Stacks

The entire collection is in open shelves with the exception of the books on reserve and the unbound periodicals. Students may, therefore, always find chairs and tables close to any books they wish to use. Since the reserve desk connects directly with the main reading room no reserve reading room has been provided. The placing of the stacks at one end of the reading room will make it possible, if ever desired, to close the stacks simply by installing counter-height shelving across the room.

One special problem to be solved was that of placing the books on religion and theology so that they would be conveniently available to Seminary students, while still accessible to students in the College. This was achieved by shelving these books at the far end of the reading room on the second floor, an area adjacent to the Seminary lecture room. A double-faced stack which houses part of this collection serves as a partition between the reading bay reserved for the Seminary students and those bays used by the College students. The catalog for this collection and the vertical files containing seminary materials are so placed that they accentuate the division.

#### Seating and Book Capacity

The present total seating capacity of this new building is about 300. It is expected that it will eventually house 100,000 volumes. It should meet the library requirements of the Augsburg faculty and students for many years to come.

# A Year's Activities

RUSSELL J. SCHUNK

*Director, Library Division, Minnesota Department of Education*

THIS REPORT is presented in two parts. Part One sets forth in concise detail how, during the year ending June 30, 1955, the staff of the Library Division has carried out the basic statutory responsibilities with which the Division is charged. One of its tasks is the stimulation, development, and improvement of both library service and library personnel throughout the state. Then, too, it functions as an information center for persons faced with library problems of any kind. In addition, the staff works in every way possible to increase either the areas receiving library service or, in areas with existing service, to increase the amount and quality of service furnished. As a part of its program it publishes information useful to educators, librarians, library trustees, and others interested in libraries. Continuous efforts are exerted to promote better standards for the administration of the school and public libraries of the state.

The activities of the Division cover three related fields. These are (1) Public Libraries; (2) School Libraries; and (3) The Extension Library. Members of the staff who assisted the Director in carrying on the year's work included the following:

Ruth Ersted, Supervisor of School Libraries

Emily L. Mayne, Supervisor of the Extension Library

A. Rosemary Bowers, Reference Librarian

Ardis Jensen, Catalog Librarian

Lucile Iten, Loan Librarian

Grace Ivey, Secretary to Director

Helen Koci, Secretary to Supervisor of School Libraries

Walter McNally, Shipping Clerk

Part Two of this report is a statement of suggested Minnesota Library Division plans for developing library service in various ways and at various levels.

## Library Clearing House

Requests from librarians, library trustees, and municipal officials covering a wide range of subjects have clearly brought out the role of the Division as a state-wide information center for library problems. Direct field contacts, correspondence, telephone

calls and loans of helpful materials provided service to interested parties. Legal problems, budgetary tangles, library equipment, and building remodeling were some of the more active fields of inquiry. The Director attended an Open House at the Owatonna Public Library marking successful completion of the remodeling program there on which he had worked for a number of years. He also participated in remodeling plans for the Carnegie-Lawther Public Library at Red Wing, and in a long-range public library building project for Moorhead and Clay County. He will continue in an advisory capacity in both of these projects. He also visited the remodeled public library at Caledonia, and inspected its new children's room addition, for which he furnished guidance during the project. On occasion he also supplemented the guidance of the Supervisor of School Libraries in planning new school library facilities or in remodeling old ones.

A number of the public libraries of the state observed service anniversaries during the year. The Library Division furnished suggestions for programs to several of them and the Director attended those held at Howard Lake, Anoka, and Mountain Iron.

The Director also spent some time working with the Librarian and the Business Manager of Hamline University on plans for remodeling the basement area in the University library building so that it might become a reserve reading room.

Upon invitation of the Friends of the Minneapolis Public Library the Director of Libraries participated in a discussion of the relationship between Public Libraries and County Libraries under Minnesota Law. He also emphasized the need for immediate action in the construction of a new main library building for Minneapolis.

Development of the taconite towns of Silver Bay, Hoyt Lake, and Babbitt were closely studied, as were Aurora and Two Harbors so that the Library Division might play its part in guiding public library service planning in those areas. Direct assistance in the form of book loans was given to Silver Bay.

The Supervisor of the Extension Library and the Director were responsible for a library promotion meeting held April 12 at Wabasha. Efforts are being made to develop library service to unserved areas in Wabasha and Goodhue counties. In this project, a study of conditions is continuing. Several other meetings dealing with library mergers and the strengthening of county library service were also held. The Director and the Supervisor of the Extension Library visited a number of county library stations and also observed county bookmobile service in action.

The Director and two Supervisors were as active in field work as the Department's budget situation permitted. The Director made 45 field visits, 37 to public libraries (plus a visit to the Northwest Angle during his vacation) and eight to county libraries. In addition, he attended ten library district meetings. The Supervisor of the Extension Library visited 42 public and county libraries, attended nine district meetings and held four workshops out in the state. The Supervisor of School Libraries visited 95 public school libraries in 62 school systems, conducted eight fall conferences, and visited five teacher training agencies giving the minor in library science.

#### Education of Librarians

As the University of Minnesota Library School and the College of St. Catherine Library School increase their emphasis in the program for the Master's Degree in Library Science, they are providing fewer and fewer graduates to staff the public libraries of the state. As this condition becomes acute something will have to be done to fill the gap. The taking of cast-offs from other fields of employment to staff public libraries cannot be permitted because it impairs public service.

In an effort to provide some training for library personnel out in the state and also as a means for stretching public library travel funds for the Division, the Supervisor of the Extension Library conducted the following workshops:

Place	Date	Hostess
Winona	Mar. 25	Anita Saxine
Brainerd	Apr. 22	Helen Runberg
Windom	June 13	Mrs. Evelyn Malone
Willmar	June 15	Amy Hanscom

Forty-three libraries or twenty per cent of all of the libraries (public, county and asso-

ciation) of the state were represented at the workshops. Though planned for smaller libraries, personnel from larger ones in the area also attended and assisted in giving practical help to the untrained personnel present. A number of library trustees also attended. Total workshop attendance was 115. These workshops not only provide practical training but also spread the Library Division service philosophy, encourage development of larger library units and help to rejuvenate the host library. Since the turnover in even the very small libraries has been constant, it is highly desirable that this workshop program be continued and expanded.

In the spring of 1950, the State Department of Education announced new personnel standards for school librarians and started the development of a library training program for the colleges to use in preparing personnel to meet these standards. It was also announced that the schools would be given five years in which to meet these new regulations. The end of this period is here and it is time to evaluate our accomplishments and to make recommendations for the future, but before doing so a restatement of our basic proposals and their objectives is in order.

The old certification pattern, which had been in existence from 1935 to 1950, called for a major in library science (based on 30 semester credits) for all librarians spending half or more of the day in the school library, and a minimum of six semester credits (for which the State Department of Education issued an Endorsement) for all part time librarians in the smaller schools. These standards had two major faults: all too often they did not provide either the amount or the kind of preparation needed by school librarians, and they were quite unrelated to the pattern of education and certification required of other teachers.

The use of the Endorsement for part-time teacher librarians followed a pattern widely used in other states, although its general use neither explains nor justifies it. In no other teaching area is the person "qualified" by earning a few credits, and neither was the teacher-librarian — except on paper. However, the general acceptance of the Endorsement seems to be an indication that neither the role of the library in the school nor the

teaching function of the librarian were well understood.

The High School Standard Special Certificate, based on a major in library science, was better preparation for school librarians. In order to take this major, the student either enrolled during his senior year or continued for a fifth year to earn a second Bachelor's Degree. Both plans had serious disadvantages and after an intensive study by the A. L. A. Board of Education for Librarianship they have been abolished by all accredited library schools. A fifth year of college now includes the only professional preparation available in accredited library schools, other than a few undergraduate courses required as prerequisites for admission to the graduate school, and the courses offered in the Minnesota library schools to meet the approved school library minor of the State Department of Education. Unlike the former program, the fifth year of preparation now results in a Master's Degree.

The new certification pattern of the Minnesota State Department of Education had its foundation in the idea that all school librarians needed the same amount and kind of basic professional preparation, regardless of the size or type of the school, or the amount of time spent in the library. It should be noted that these new regulations, based on a selected number of courses totaling not less than fifteen semester credits,

match the minimum requirements for other teachers.

The new regulations and the training program accompanying them grew out of genuine needs for better preparation for school librarians, but they were also developed to meet the very real need of supplying us with a sufficient number of school librarians. Any analysis at this time of how well the new program has met the needs within the schools must necessarily be subjective, but judged on the basis of visits by the Supervisor of School Libraries, reports from the schools, and the interest created for further professional preparation, there is reason to think that we are making progress. It is considerably easier to evaluate the new program in terms of the increase in the number of qualified librarians in the schools.

The two tables above provide the figures for comparing the trained library personnel of five years ago with those of today. That we have made progress is evident, although it is equally evident that all schools do not have qualified librarians.

In 1949-50, there were 283 librarians with some preparation and 288 without any. In 1954-55 there were 461 librarians with some preparation, 137 with none, and 30 of these people were in schools with enrollments under two hundred. In this five year period, the number of people with a year or more of professional preparation increased from

#### 1954 - 1955

Enrollment	School Systems	Number of Librarians	Library Major	Library Minor	16 Credits	8 Credits	No Training
Less than 200.....	47	47	0	4	4	9	30
200 - 499.....	219	219	1	36	34	59	89
500 - 999.....	121	123	15	47	18	27	16
1,000 and over.....	84	151	99	33	9	9	1
Cities: 1st class.....	3	58	51	3	2	1	1
	474	598	166	123	67	105	137

#### 1950 - 1951

Enrollment	School Systems	Number of Librarians	Library Major	Some Training	No Training
Less than 200.....	89	88	0	21	67
200 - 499.....	216	216	2	90	124
500 - 999.....	105	106	10	67	29
1,000 and over.....	73	115	74	32	9
Cities: 1st class.....	3	57	52	4	1
	486	582	138	214	230



123 to 166. There were only 27 librarians in 1949-50 with a minor (based on 18 quarter credits), but in 1954-55 there were 123 with the new minor based on 15 semester (24 quarter) credits.

Five years ago there were 81 more librarians than there were schools; today their number has increased to 124. Twenty-seven new positions, mostly in elementary schools, have been created within this five-year period. The number of librarians needed to provide qualified people for all schools and to meet current standards calling for one librarian for each 500 pupils is estimated to be almost 500.

Statistical details on school library personnel together with information on budgets, expenditures, and collections are made available in *Minnesota Libraries* once every three years. These summaries, published in the issues for December 1951 and December 1954, as well as the accounts given in the other annual reports for the past five years, provide additional information on trends in Minnesota school library service.

To educate and place an adequate number of enthusiastic, capable school librarians continues to be one of our major goals. As long as there is a general shortage of teachers, particularly in the field of English, we are apt to have an insufficient supply of part-time librarians for the smaller schools. Two of the most direct procedures for increasing our ranks include the person to person kind of recruitment which should be carried on by the librarians in all schools, and a guidance program in the colleges that gives evidence of encouraging students with appropriate attitudes to take the library program. (Unfortunately we have evidence from several colleges that students have been discouraged!) It would also be of indirect help if more of the teacher-training institutions included both children's and adolescent literature courses as part of their requirements for all teachers, and inserted a non-professional unit on the school library for classroom teachers. Colleges giving graduate degrees for school administrators should also be encouraged to include information on the library and the responsibilities of the superintendent and the principal for its operation.

Some improvements within the school are also possible. It is regrettable that we still have a few school administrators and even

some classroom teachers whose attitude toward the library is antediluvian. Some of the responsibility for these attitudes belongs to the librarians and it has been demonstrated time and time again that attitudes change in proportion to our ability to demonstrate school library services. The most vital recommendation here includes the continued improvement of the librarian's schedule, which in some schools will necessitate the addition of one or more librarians to the staff, and in many more will mean the employment of paid clerical workers.

In the meantime it will be necessary to extend the date on which all schools must fully comply with the new personnel standards. It will also be necessary for the Supervisor of School Libraries to hold fall conferences in various parts of the state for the teachers without any library preparation who are assigned to the library.

In 1954-55, nine of these conferences were held in September at the following times and places:

- Sept. 14—Winona High School
- Sept. 15—Mankato High School
- Sept. 16—Marshall High School
- Sept. 20—St. Cloud State Teachers College
- Sept. 21—Moorhead State Teachers College
- Sept. 23—Alexander Ramsey High School (Roseville)
- Sept. 28—Thief River Falls High School
- Sept. 29—Bemidji High School
- Sept. 30—University of Minnesota (Duluth Branch)

One hundred and thirty-seven people attended, 100 of whom were without any preparation.

#### Extension Service

The Division's collections consist of books, pamphlets, periodicals, pictures, audio-visual materials, and newspaper clippings. Approximately half of the collection is in the form of traveling library units. Most of these units consist of 25 volumes, though there are still a few made up of 15 volumes. These are sent out for three months as deposit collections for use of communities having little or no library service. The other half of the Division's collections are in open shelf collections available for service throughout the state to individuals or to the local libraries requesting material on specified subjects.



There is a wide variety of items of information requested from the Division. During the year these included such subjects as: diet, "peace of mind," atomic energy, juvenile delinquency, amateur painting, driftwood art, hot rods, Roman customs, skin diving, and uranium prospecting. There is an ever-increasing interest in "how-to-do-it" books.

During the period July 1, 1954 through June 30, 1955, 132 school library, 366 county library, 1,644 public library, and 3,972 individual requests were received. Total requests were 6,114. A study of the type of requests reveals that 2,620 were for material on specified subjects and 3,494 were for specific titles. It should be borne in mind that a single library request frequently covers needs of several different borrowers and may include a number of books or other items of information as indicated in the circulation table below.

During this period 461 traveling library requests were received from 290 schools, 67 communities, and 104 association and public libraries.

The Library Division has a cooperative arrangement with the public libraries of Minneapolis and St. Paul, and with the University of Minnesota Library whereby requested material not in the Division's collections may be obtained through the Division for service to libraries in various Minnesota communities. During the year 747 books were requested through this interlibrary loan service and 529 of them were obtained. Most of the other volumes were

in one or another of the three libraries but could not be spared because of the demands of regular patrons of those institutions.

In addition to the above reference and interlibrary loan requests, the staff of the Library Division furnished a substantial amount of material and information to other divisions of the Department of Education, to other departments in the state government, and to individuals who either telephoned the Division or visited it in person.

With the aid of an efficient summer worker, the Supervisor of the Extension Library continued to make inroads in weeding non-useable material from the book boxes in the sub-basement corridor where the older traveling libraries have been stored.

A new book truck was added to the equipment of the Library Division during the year.

#### Publications

Among the items of professional library information and bibliographic assistance which the Division published were:

1. *Minnesota Libraries* — This library quarterly, which is indexed nationally, had the following numbers during the year: *Progress in Extension*, *School Libraries*, *Public Library Statistics, 1954*, and *Old and New*.

There is a continuous flow of requests for individual issues or subscriptions to this publication. During the year requests of this type came from as widely separated places as Brisbane, Australia; Banner Elk, North Carolina; Ashland, Oregon; Gainesville, Florida; Prairie View, Texas; and

#### Circulation 1954-55

	Books	Pamphlets	Magazines	Audio-Visual	Total
Open shelf.....	16,680	2,245	59	193	19,177
Traveling library.....	18,588	.....	.....	.....	18,588
Total.....	35,268	2,245	59	193	37,765

#### Book Stock 1954-55

	Open Shelf	Traveling Library	Total
Volumes July 1, 1954.....	24,097	20,835	44,932
Volumes added during the year.....	1,723	1,900	3,623
Total.....	25,820	22,735	48,555
Volumes withdrawn during the year.....	549	1,235	1,784
Total volumes June 30, 1955.....	25,271	21,500	46,771

Jamaica, New York. They came not only from public, school and university libraries but also from book stores, library schools, and government agencies. Several requests for permission to reprint parts of its contents were also received.

2. *School Library Materials*—The requests for this materials list, both from within and without the state, continue to be greater than the supply. The list is prepared jointly by the Supervisor of School Libraries and the Supervisor of Audio-Visual Aids.

3. *Adventures for All*—The 1955 annual list of books and audio-visual materials is prepared for the small elementary schools by the Supervisor of School Libraries. The special lists this year are on *Life in Other Lands*.

4. *Fiction Additions List*—Additions lists in this field were issued covering the periods January - June, 1954 and July - December, 1954.

5. *Non-Fiction Additions List*—Semi-annual lists of non-fiction added to the collection during the periods January - June, 1954 and July - December, 1954.

6. *Children's List*—This list, issued at irregular intervals, covers children's books added to the collections of the Library Division during the period July, 1953 through June, 1955.

7. *State-Wide Book Service*—A revision of this leaflet was made in order to inform Minnesotans of their privileges in the borrowing of material from the Library Division.

Publications 4, 5 and 6 are designed to serve as "browsing" lists for the borrower who cannot visit the library and are sent out to anyone who asks for them or whose request indicates a need for them. They are also sent to all public libraries in the state.

The Director also wrote a revised section on *Public Library Buildings* for the latest edition of *The Encyclopedia Americana*.

#### Adult Education Committee

The Director was appointed chairman of the State Department of Education Adult Education Committee and participated in meetings of the Editorial Committee which produced the 72-page publication of the Department entitled *Adult Education*.

## Part II

### Suggested Minnesota Library Division Plans

#### INTRODUCTION

For a number of years there has been a continuous program of study, survey and re-survey of Minnesota's library problems by the staff of the Library Division and by committees of the Minnesota Library Association. For the past half dozen years portions of these needs have been indicated by the State Director of Libraries in his annual reports to the State Department of Education, and to the State Commissioner of Education. Portions of these recommendations have been published in issues of the Library Division's quarterly, *Minnesota Libraries*. In recent months it has been apparent that there is a growing impatience within public library circles with the library situation and an increasing determination that progress in the development of library service be accelerated. With this in mind the State Director of Libraries wishes to restate and summarize Minnesota's library needs and to suggest steps which may be followed leading to an orderly solution of these problems. This report, a part of the annual report of the State Library Division, is presented in three parts: I. A plan for expanding and strengthening library service throughout the state; II. The needs of the State Library Division; and III. A plan for a State Department of Education professional library for use by the Department's specialists.

I. A plan for expanding and strengthening library service throughout the state

A. State assistance to public libraries

State assistance should take four different forms in order to effectively strengthen public library service in individual communities, county and multi-county service units, and to rural people residing in areas removed from existing public library service centers. These forms of state assistance are: (1) financial support; (2) professional library guidance; (3) material to supplement the collections of existing libraries, or to serve those having no access to local libraries; and (4) a program for increasing the availability of library personnel.

1. Financial support

As a result of years of study by members of the staff of the State Library Division,

Activities and Legislative Committees of the Minnesota Library Association, the Minnesota Legislative Research Committee, and its Minnesota Special Research Project of the State Department of Education (in 1951) a Minnesota library service plan was developed by the Joint Planning Committee of the Minnesota Library Association and the State Library Division. Members of the Joint Planning Committee were: Lucille Gottry, Merle Lennartson, Margaret Leonard, Glenn Lewis, Emily L. Mayne, and Russell J. Schunk, Chairman. This service plan was published in *Minnesota Libraries* September, 1952, pages 90 and 91. It was tailor-made to the needs of Minnesota. It was not copied in toto from any library aid plan in effect in any other state although it embodied some successful features tried out in other states with problems similar to Minnesota. Subsequently this Minnesota library service plan was drawn up as a piece of library legislation which was promoted by the Minnesota Library Association. Provisions of the plan were as follows:

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Subdivision 1. For the purpose of this act the terms defined in this section shall have the meanings ascribed to them.

Subd. 2. "Multi-county public library" means a public library supported by two or more counties.

Sec. 2. Subdivision 1. Upon application of the county board of any county having a population of 15,000 or more to the State Board of Education, the latter shall pay such county board a \$10,000 grant to be used to establish a county public library.

Subd. 2. When the county board of any county having a population of less than 15,000 which contracts for library service with another county or county library makes application to the State Board of Education, the latter shall pay the county board a \$10,000 grant for the establishment of a multi-county public library.

Subd. 3. Before any such grant is made:

(1) The library shall conform to the standards set by the State Board of Education, and

(2) The county board shall have levied a tax of not less than one-half of the legal

maximum which may be levied for library purposes.

Subd. 4. The state shall appropriate \$60,000 for a period of two years for the purposes of this section.

Sec. 3. Subdivision 1. Upon application of any county board to the State Board of Education, the latter shall pay the county board a sum for library purposes equal to 25 percent of the annual proceeds resulting from the county levy for public library purposes.

Subd. 2. When the county board receiving state aid payments under Subdivision 1 which increases its levy for library purposes makes application to the State Board of Education, the latter shall pay to the county board an additional sum for public library purposes for one year equal to 20 percent of the annual amount resulting from such increase.

Subd. 3. Before any such grant is made:

(1) The library shall conform to the standards set by the State Board of Education, and

(2) The library shall be receiving the proceeds of a tax levy of not less than one-half the legal maximum which can be levied for library purposes.

Subd. 4. The state shall appropriate \$120,000 for a period of two years for the purposes of this section.

Sec. 4. Subdivision 1. Upon application of any county public library serving a county of less than 15,000 population or any public library serving a town, village, or city of the fourth class to the State Board of Education, the latter shall select and furnish to the public library a permanent loan of books acceptable to the public library.

Subd. 2. The state shall appropriate \$80,000 for a period of two years for the purposes of this section.

Sec. 5. Subdivision 1. Upon application of any public library board in a town, village, or city of the second or third class to the State Board of Education, the latter shall pay such public library board a sum for public library purposes equal to ten percent of the annual tax proceeds resulting from the town, village, or city levy for library purposes.

Subd. 2. When a public library board receiving state aid payments under Subdivision 1 in a town, village, or city which increases its tax levy for library purposes

makes application to the State Board of Education, the latter shall pay to the public library board an additional sum for public library purposes equal to 20 percent of the annual amount resulting from such increase.

Subd. 3. Before any such grant is made:

(1) The annual levy in the town, village, or city shall be at least one mill for library purposes, and

(2) The sum paid by the State Board of Education to the town, village, or city library board shall not exceed \$1,500 annually.

Subd. 4. The state shall appropriate \$60,000 for a period of two years for the purposes of this section.

Sec. 6. Subdivision 1. Upon application of the governing body of any municipal public library in a city of the first class to the State Board of Education, the latter shall pay to the municipal public library a sum for library purposes equal to the proportional part of \$40,000 as determined by the ratio of the population of such city to the total population of all cities of the first class.

Subd. 2. When the governing body of any municipal public library receiving state aid payments under subdivision 1 which has its appropriation increased for the following fiscal year makes application to the State Board of Education, the latter shall pay to the municipal public library an additional sum for library purposes equal to the proportional part of \$10,000 as determined by the ratio of the population of such city to the total population of all cities of the first class, but not to exceed the libraries' increase in appropriation.

Subd. 3. The State shall appropriate \$100,000 for a period of two years for the purposes of this section.

Sec. 7. Subdivision 1. The state shall pay a sum of \$40,000 per year to the Library Division of the State Department of Education for the administration of the program of state aid to public libraries as provided in this act and for the extension of public library service to counties not otherwise eligible for state aid under this act.

Subd. 2. The State shall appropriate \$80,000 for a period of two years for the purposes of this section.

Sec. 8. Funds for the purpose of this act shall be appropriated from the State's general revenue fund.

This bill was introduced first and on rather short notice at the 1953 session of the

Minnesota State Legislature. It received hearings before various committees but did not get beyond the Appropriations Committee where it was tabled. It was reintroduced at the 1955 session of the Legislature and again received committee hearings but with no further action. However, during this session of the Legislature there was evidence that the full plan as an educational project was becoming better known in many communities throughout the state. This plan is a good progressive one for strengthening and developing service to Minnesotans, with special emphasis on serving rural people but with attention being given to the service needs of all of the people of the state. Everything should be done to conduct an increasingly effective educational campaign on behalf of this public library state aid legislation so that it may be enacted into law.

#### 2. Professional library guidance

Guidance to public libraries and those interested in them is the responsibility of the Library Division under Minnesota General Statutes 120.19. This assistance takes the form of:

##### a. Direct field contacts

b. Advisory service from the office of the Library Division in the form of (1) advice and guidance; and (2) the provision of material pertaining to library problems.

3. Material to supplement the collections of existing libraries, or to serve those individuals having no access to local libraries.

There should be a program for increasing the direct flow of materials to existing libraries for their own collections and for enlarging the quantity of materials available at the Library Division for supplementing local services and reaching unserved individuals.

#### 4. A program for increasing the availability of library personnel

While there have been sporadic attempts at public library recruitment and while there has been a great deal of talk on the subject at library meetings, an aggressive program in this field must be launched. This should be the joint responsibility of the University of Minnesota Library School, the College of St. Catherine Library School, the Minnesota Library Association, and the State Library Division. It should make the faculties of the existing library schools aware of the weakness and danger of their present training program. In an ever-increasing number of



cases, Minnesota Public Libraries are being forced to accept as staff members personnel with little or no knowledge of the library profession because they cannot afford to pay the prices that library school graduates endowed with the only degree now granted; i.e. the Master's Degree in Library Science, require. It is clearly obvious that there must be a supplemental program to produce a large number of library workers with an intermediate degree of professional library education.

#### B. Aid to school libraries

##### 1. Financial support

*134.05 State to Pay One-Half. Upon receiving from any district a certified statement, approved by the county superintendent, showing the purchase of books specified and included in the list prepared under the foregoing section, the appointment of a librarian for each library, and the making of proper provisions for the care thereof, and for the free circulation of books suitable for circulation, the state commissioner of education shall furnish such district a requisition on the state auditor for one-half the purchase price, within the limitations of section 128.11 relating to state aid to public schools.*

Since school library aid funds have been merged with and included in the larger unit, school aid allocations, beginning in 1947 and at subsequent sessions of the Minnesota legislature the State Department of Education has not requested an appropriation to implement General Statutes 134.05. However, the need has been continuous that school administrators be reminded that the larger general aid allocations include funds for books and materials to be housed in school libraries. It is true that there is an ever-increasing awareness of the need to implement the school library program but an ever-continuing emphasis on this fact must be a part of the Department's school library program.

##### 2. Professional library guidance

Assistance to school libraries and those interested in them is an important function of the Library Division. This assistance takes the form of

##### a. Direct field contacts

While the Supervisor of School Libraries is engaged in a very active program of field contacts it is obvious that one person cannot adequately cover approximately 550 public schools since this cannot even be her full-

time professional program. It is therefore recommended that a professional assistant be added to the staff of the Library Division to supplement the present service in the school library field.

b. Advisory service by the Supervisor of School Libraries in the form of (1) advice and guidance; and (2) the provision of material pertaining to school library problems.

The problem of notifying the Supervisor of School Libraries whenever a new school building plan is considered in the office of the Director of School Building Planning and Development has still not been solved. While there is evidence that efforts are being made to rectify this situation, a complete and regular schedule of notification should be instituted so that there is no failure of detailed planning in so far as school library facilities are concerned. This same scheduling would improve the guidance which could be given to schools in regard to standard school library equipment.

##### 3. A program for increasing available school library personnel

##### a. Recruitment

Attempts to stimulate recruitment of students for the library schools and for the state's colleges and university which have proper facilities for the training of school librarians should be accelerated. In particular this should entail even greater attempts to arouse interest in the library profession as a career among secondary school students. Counsel and guidance in this matter should be developed.

##### b. Fall training conferences

It will be necessary to continue the fall conferences for some time despite the fact that the need for this type of training is gradually diminishing. Held during September and October, these conferences are scheduled primarily for the purpose of helping librarians new to the profession or those without preparation who have been designated by their local superintendents to staff individual school libraries.

#### II. Needs of the Minnesota Library Division

During the past half dozen years the annual reports of the Library Division have included a section on needs and future planning for a State Library Division. The following represents a restatement and expansion of those needs with suggested methods of meeting them.



### A. Field work

There is no need to labor the fact that the Library Division together with all of the other fields of the State Department of Education has had difficulty in planning and working out its schedule of field contacts because funds have been inadequate. However, it is important to stress that in both the public library field and in the school library work there is need for a carefully planned extended program so that the state's library agencies may receive more systematic and regular help through personal contact with a field worker. In the public library field there has been continuous stressing on the part of the Minnesota Library Association and other interested groups of the need for additional field personnel to serve the 208 libraries which deal with the 2,220,735 people who have access to public libraries. In addition there is even greater need for increased field services to develop library units to reach 759,164 other residents of Minnesota who are without any library service. The large proportion of this latter group are rural people. Of course, in public library policy discussion with the Commissioner of Education it is imperative that the Director of Libraries be able to plan directly the financial implementation of such a field program.

### B. Headquarters facilities

Work space in the present headquarters of the State Library Division is not only inadequate but it has been so divided that the collections of the Division are spread over three different floors of the State Office Building. A great deal of staff time is wasted through the trucking of material from one floor to another and back again while rendering library service to the tax-supported libraries of the state and to communities without other public library facilities. Book collections are housed on the third floor, on the ground floor, and in the sub-basement of the State Office Building with some old traveling library collections still remaining in one of the corridors in the sub-basement. Strenuous efforts have been made by the Supervisor of the Extension Library to eliminate the traveling libraries in the corridor, and a great deal of progress has been made in that respect during the last few years. However, in future departmental planning the following physical facts must be taken into account:

1. The present book, periodical and vertical file collections of the Library Division are occupying some 10,000 square feet of space. In addition, there are 1,000 square feet of space required for offices, charging desk mending, acquisition and shipping facilities. Normal growth of a library collection such as that administered by the State Library Division is at a rate that will double in size in twenty years even though it is carefully weeded and obsolete material eliminated regularly during that period. In addition space should be provided for a larger collection of materials dealing with professional aspects of library service. At present these materials, which include films, filmstrips, pamphlets, charts, and schedules as well as books and indexes, are inadequately housed in the Director's office.

With the constant flow of thousands of items that come to the desks of the Library Division, it is impossible for it to present anything but a cluttered appearance for there is no place hidden from the public's gaze to house material that is going through the process of cataloging, classification, lettering and the like.

2. As has been indicated elsewhere in this report, there is need for additional field workers. There is also a very definite need for a full time secretary to work with the Supervisor of the Extension Library.

### 3. Equipment

- a. The Division needs to have samples of many types of professional library equipment, including electric and audio book charging machines, display devices, mending and electric stylus apparatus and the many new and modern plastic products being developed to provide cheap and inexpensive service to the average library.

This material is needed both for headquarters work with visiting librarians and trustees, and for use at public library workshops out in the state.

- b. State Library Division should have a modern bookmobile for use at district library meetings, workshops, meetings of Friends of Library groups. It has not been possible to develop this type of project as yet. This is more involved than one might think since it would require the addition of a driver to the State's payroll, as well as garage space, a special book collection, and the customary maintenance items.

4. There is a definite need for an expanded selection of magazines and periodicals, and for the purchase of a set of the *Industrial Arts Index*. The spread of "do-it-yourself-projects" is only one activity that has demonstrated this lack.

C. It is foreseeable that need may develop for one or more Library Division field offices in case the legislative program for additional public library aid funds should materialize either at the Federal level or in the form of Minnesota state aid to public libraries. Both legislative programs have been active recently and will continue to be emphasized by public library leaders.

D. Library employment service  
1. Personnel

As in other fields of education library service has been faced with a tremendous problem of personnel shortage. The State Library Division should have adequate office facilities for developing better files for the checking of individual references and for the administration of other techniques comparable in degree to those maintained for teachers.

2. Certification

Since the accredited library schools of the United States are now bending their efforts toward the development of graduates possessing the Master's Degree in Library Science, a larger area is developing, particularly in the public library field, where individuals with good basic training are needed to fill the available jobs at the lower professional levels in the large libraries and at the higher administrative levels in medium and small libraries. It will be necessary to develop a program where the recruitment and training of these librarians and their subsequent certification by the State Department of Education through the State Library Division may be administered. Any library aid program will make this imperative.

III. Professional departmental library

For some time there has been general agreement that the professional staff of the State Department of Education needs addi-

tional departmental library facilities. Of course, the book funds of the State Library Division have been allocated for the purpose of carrying out Minnesota Statutes 120.18 and 120.19 in serving the public libraries of the state. It has been suggested that the regular research funds of the Department of Education be used to develop an adequate professional library on educational subjects for staff use. Of course, this is logical as it would mean simply supplying the materials of research to the Department.

A small beginning was made a few years ago under the supervision of the Director of Libraries when a magazine rack was acquired for display of professional educational periodicals for staff use. The handling of this material has been added to the regular duties of the Director of Libraries. However, what is required in a full-fledged departmental professional library is that an education library room be provided to house the basic materials in this important field. This room should be located at a spot convenient to the offices of the formal educational specialists of the Department and should be staffed by a professional librarian with adequate educational library training and with educational research experience. He will need to devote a great deal of his time to the examination of book reviews in educational periodicals so that he may have a well-balanced and up-to-date collection of books and other materials on the various phases of education to promptly meet the needs of the Departmental education leaders.

A full-time clerical worker should supplement this professional librarian's services in the cataloging, classification and processing of educational materials. Supervision of this staff would be the logical role of the Director of Libraries.

As a beginning the basic educational collection outlined in Winchell's *Guide to Reference Books*, 7th ed. pages 206-215, should be purchased. For periodical collections there are 150 educational periodicals and reports entered currently in the *Education Index*. A large proportion of these should be made available to the Department.

## Minnesota Library Award

The Owatonna Public Library has received a national citation in the 1955 John Cotton Dana Publicity Awards Contest sponsored jointly by the American Library Association Board on Awards and the *Wilson Library Bulletin*.

Owatonna was the only award winner for public libraries with a population up to 25,000 "for its publicity program for modernizing the library, resulting in the generous cooperation of the community." Honorable mention in this population group was given to the Howland Memorial Library, Paramus, N. J., "for publicity which enabled an association library to enlist public support."

The winners were announced July 4 at the first general session of the 74th annual conference of the American Library Association in Philadelphia. Erana Stadler accepted the citation from Howard Haycraft, President of the H. W. Wilson Company July 6 at a tea given at the Philadelphia Art Alliance.

Citations were given to 28 libraries, representing ten groups: including Public Libraries (divided into classes according to size of population served); College Libraries; School Libraries; Air Force Libraries; and Army Libraries. Scrapbooks showing a cross-section of the year's publicity were submitted by 85 libraries, including entries from 25 states, 28 overseas libraries and three Army Post Offices.

The 1955 citations mark the tenth time the John Cotton Dana Publicity Awards have been presented to those libraries submitting scrapbooks indicative of outstanding publicity during the past year. The criteria for selecting winners are based upon John Cotton Dana's pioneer policies of aggressive library service to the community and the publicizing of this service to increase public use of the library.

Mr. Dana, whose career began in Denver in 1889 and ended in Newark in 1929, believed "With a little—or much, if necessary—judicious advertising, and with a change from the sacred trust to the utility idea of the public's collection of books, there is not a library in the country that might not be pushed to the limits of all its resources, though it had on its shelves not a book not approved by men of sense, brains and reading."

"A collection of books gathered at public expense does not justify itself by the simple fact that it is. If it be not a live educational institution it were better never established. A library is good only as the librarian makes it so . . . Look first to your own personal growth . . . Broaden out . . . Be social. Impress yourself on your community . . . See that your library is interesting to the people of the community, the people who own it, the people who maintain it . . . Make your library at least as attractive as the most attractive retail store in the community."

"The question once was, 'What can the library be?' Today it is, 'What can the library do?' Formerly it was a question of resources, of number of books, of wealth of material. Now it is a question of effectiveness, of vitality, of influence on community."

The Owatonna community, its Board of Trustees and citizens are justly proud of this citation made possible through the efforts of the librarian, local news agencies, civic organizations and friends of the library.

The prize-winning scrapbook will be on display at the Minnesota Library Association Annual Conference at Rochester, September 29, 30 and October 1.

Leaflets explaining the Dana Award regulations may be secured from the H. W. Wilson Company, 950 University Avenue, New York 52.

# Minnesota Public Library Laws

*The following is an up-to-date collection of laws relating to public tax-supported libraries in Minnesota.*

## Library Division, State Department of Education

**120.11 FUNCTIONS, POWERS, AND DUTIES OF BOARD.** Subdivision 1. **PRIOR FUNCTIONS, POWERS, AND DUTIES.** All the functions, powers, and duties which were, prior to the passage of Laws 1919, Chapter 334, by law vested in, or exercised by, the state superintendent and his appointees, the state high school board and its appointees, and the state library commission and its appointees are hereby vested in, and shall be exercised by, the state board of education and it shall serve as the state board for vocational education.

**120.18 STATE CIRCULATING LIBRARY; PURCHASE OF BOOKS.** The state department of education may purchase collections of books, to be the property of the state and used as a state circulating library, from which any town, village, or community may borrow, under prescribed regulations. It may also loan books to individuals residing in areas where other public library service is not available. It shall divide such books into groups to be known as traveling libraries, catalogue and prepare them for circulation, and make rules for the conduct of this business such as shall insure the care, preservation, and safe return of all books loaned. Suitable rooms shall be provided in the capitol for its use.

[R. L. s. 2252; 1941 c. 169 art. 1 s. 18] (5658)

**120.19 LIBRARIANS, ADVICE TO.** The state department of education shall give advice and instruction to the managers of any public library and to the trustees or agents of any village, town, or community entitled to borrow from the collections of books upon any matter pertaining to the organization, maintenance, or administration of libraries. It shall assist, by counsel and encouragement, in the formation of libraries where no library exists and may send its members to aid in organizing the same or in improving those already established.

[R. L. s. 2253; 1941 c. 169 art. 1 s. 19] (5659)

**120.20 STATISTICS; RECORDS; REPORTS.** The state department of education shall keep statistics of the free public libraries of the state and a record of the work done and the books loaned by it, and report the same to the legislature at each regular session thereof, together with a statement of its expenditures relating to such work, the use made of the traveling libraries, and such other matters as it deems proper.

[R. L. s. 2254; 1941 c. 169 art. 1 s. 20] (5660)

## Municipal Libraries

**134.03 TAX LEVY FOR LIBRARY PURPOSES.** In cities and villages of less than 2,000 inhabitants not levying a tax for public library purposes, the school board may maintain a public library for the use of all residents of the district and provide ample and suitable rooms for its use in the school buildings and in any independent school district embracing any such village, where a library building has been erected with funds donated for library purposes, the school district may levy an annual tax of not more than three mills, the proceeds of which tax shall be used for the support and maintenance of this library and known as the "library fund."

Upon a library being so established in any such school district, whose library building has been erected with funds acquired by gift or donation, the school board is empowered to appoint a library board of nine members, of which each member of the school board shall be a member ex officio.

The remaining members of such library board shall be appointed by the school board, one of which remaining members shall hold office for one year, one for two years, and one for three years, from the first Saturday of September following their appointment, the term of office of each being specified in such appointment; annually thereafter, such school board shall appoint a member of the library board for the term of three years and until his succes-



sor shall qualify. Such school board may remove any member so appointed for misconduct or neglect. Vacancies in such board shall be filled by appointment for the unexpired term. Members of such board shall receive no compensation for their services as such.

Immediately after appointment, such board shall organize by electing one of its members as president and one as secretary and from time to time it may appoint such other officers and employees as it deems necessary. The secretary, before entering upon his duties, shall give bond to the school district in an amount fixed by the library board, conditioned for the faithful discharge of his official duties. The library board shall adopt such by-laws and regulations for the government of the library and reading-room and for the conduct of its business as may be expedient and conformable to law. It shall have exclusive control of the expenditures of all money collected for, or placed to the credit of, the library funds, and of the rooms and buildings provided for library purposes. All moneys received for such library fund shall be kept in the treasury of the school district, credited to the library fund, and be paid out only upon itemized vouchers approved by the library board. The library board may fix the compensation of employees and remove any of them at pleasure.

All books or other property given, granted, conveyed, donated, devised, or bequeathed to, or purchased by, such library shall vest in, and be held in the name of, such school district. Every library and reading-room established hereunder shall be free to the use of the inhabitants of the school district, subject to such reasonable regulations as the directors may adopt.

When so established, no such library shall be abandoned without a two-thirds majority vote of the electors cast at any annual or special school meeting called for the purpose.

When so established, in cases where the building has been erected with funds so donated, no such library shall be abandoned without a two-thirds majority vote of the electors cast at any annual or special school meeting called for the purpose.

[1921 c. 397 s. 3; 1929 c. 210] (3017)

134.06 SCHOOL AND VILLAGE LIBRARIES MAY COMBINE. Any school board may contract with the board of any approved county, city, or village library to become a branch of this public library and to receive therefrom library books suited to the needs of the pupils in the school and for the community according to the standards established in the rules of the state board of education. In the event of a contract between the school board and the public library board, the school board may place in the public library such books belonging to the school library as may be more useful in the public library for students and the community and the school board shall annually pay to the library board the school library book fund and the state library aid to which such school district is entitled. All books purchased by this public library from funds provided by the school district or state school library aid shall be selected from the state list for school libraries.

In the event of the making of such contract, a librarian shall be employed who meets the standards of the state board of education and the school board and the library board may jointly employ such librarian, who may spend her time partly in the school and partly in the library.

[1921 c. 397 s. 6] (3020)

134.07 ESTABLISHMENT AND MAINTENANCE OF LIBRARIES AND READING ROOMS; TAX. Subdivision 1. The governing body of any city or village may establish and maintain a public library, and a public reading room, or both, for the use of its inhabitants. By ordinance it may set apart for the benefit thereof any public property of the city or village. Except as provided in subdivision 2, in any village and in any city of the second, third, or fourth class, the governing body thereof may levy an annual tax of not more than five mills on the dollar, of all taxable property therein. The proceeds of any such tax shall be known as the library fund.

Subd. 2. The governing body of any city of the fourth class located in any county having over 7,000 and less than 9,000 inhabitants and over 70 full and fractional congressional townships, operating under a home rule charter, may levy an annual tax of not



to exceed five mills for such purposes, notwithstanding any limitation contained in its home rule charter.

Sec. 2. Any tax for library purposes levied by a city of the second, third, or fourth class or village in 1953 or 1954 in an amount not exceeding five mills is legalized against the objection that such tax was in excess of the rate authorized by statute.

[R. L. s. 2255; 1913 c. 509 s. 1; 1945 c. 319 s. 1; 1955 c. 120 s. 1, 2] (5661)

134.08 WHEN ESTABLISHED BY VOTE; EXISTING LIBRARIES. If such library or reading-room be not otherwise established, the governing body of the municipality, upon the petition of 50 freeholders thereof, shall submit the question of such establishment to the voters at the next municipal election. If two-thirds of the votes cast on the question be in the affirmative, the governing body shall establish the library or reading-room and levy a yearly tax for its support, within the limits fixed by section 134.07. All public libraries and reading-rooms heretofore established and now existing in cities or villages are continued and all ordinances setting apart public property for their support are hereby confirmed. Nothing in sections 134.08 to 134.15 shall be construed as abridging any power or duty in respect to libraries conferred by any city or village charter.

[R. L. s. 2256] (5662)

134.09 DIRECTORS; TERM; REMOVAL. Subdivision 1. When any such library or reading room is established, except in any city of the first class operating under a home rule charter, the mayor of the city or president of the village, with the approval of the council, shall appoint a board of five, seven or nine directors, but not more than one of whom shall at any time be a member of such governing body, such appointments to be made prior to the first meeting of such library board after the end of the fiscal year. If nine are appointed, three shall hold office for one year, three for two years and three for three years. If seven members be appointed, three shall hold office for one year, two for two years, and two for three years; if five be appointed, two shall hold office for one year, two for two years, and one for three years. The number of directors on the board shall be determined by resolution or ordinance adopted by the council. All terms shall end with the fiscal year. Annually thereafter such mayor or president shall appoint for the term of three years and until their successors qualify a sufficient number of directors to fill the places of those whose term or terms expire.

Subd. 2. The mayor or president, by and with the consent of the council, may remove any director for misconduct or neglect.

Subd. 3. Terms of directors in office at the time Laws 1945, Chapter 46, takes effect shall expire at the end of the city's or village's fiscal year current at the expiration of their terms as heretofore provided.

[R. L. s. 2257; 1943 c. 245 s. 1; 1945 c. 46 ss. 1, 2] (5663)

134.10 VACANCIES; COMPENSATION. Vacancies in the board of directors shall be reported to the council and filled by like appointment for the unexpired term. Directors shall receive no compensation for their services as such.

[R. L. s. 2258] (5664)

134.11 ORGANIZATION OF BOARD; RULES. Immediately after appointment, such board shall organize by electing one of its number as president and one as secretary, and from time to time it may appoint such other officers and employees as it deems necessary. The secretary, before entering upon his duties, shall give bond to the municipality in an amount fixed by the directors, conditioned for the faithful discharge of his official duties. The board shall adopt such by-laws and regulations for the government of the library and reading-room and for the conduct of its business as may be expedient and conformable to law. It shall have exclusive control of the expenditure of all moneys collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes. All moneys received for such library shall be paid into the city or village treasury, credited to the library fund, kept separate from other moneys of the municipality, and paid out only upon itemized vouchers approved by the board. The board may lease rooms for library use, fix the

compensation of employees, and remove any of them at pleasure. With the approval of the council, the board may purchase grounds and erect a library building thereon.

[R. L. s. 2259] (5665)

**134.12 BENEFITS OF LIBRARY.** Subdivision 1. **NON-RESIDENTS TO RECEIVE.** Any board of directors may admit to the benefits of its library persons not residing within the municipality under regulations and upon conditions as to payment and security prescribed by it.

**Subd. 2. LOAN OF BOOKS, CONTRACTS.** The board may contract with the county board of the county in which the library is situated or the county board of any adjacent county, or with the governing body of any neighboring town, city, or village, to loan books of the library, either singly or in traveling libraries, to residents of the county, town, city, or village.

**Subd. 3. USE OF FREE PUBLIC LIBRARY.** Any such county board or governing body may contract with the board of directors of any free public library for the use of the library by the residents of the county, town, city, or village who do not have the use of a free library, upon the terms and conditions as those granted residents of the city or village where the library is located, and to pay such board of directors an annual amount therefor. Any such county board or governing body may establish a library fund by levying an annual tax of not more than two mills on the dollar of all taxable property which is not already taxed for the support of any free public library and all taxable property which is situated outside of any city or village in which is situated a free public library.

[R. L. s. 2260; 1905 c. 257; 1913 c. 509 s. 2; 1951 c. 217 s. 1] (5666)

**134.13 DIRECTORS NOW IN OFFICE; REPORT; EXCEPTIONS.** The directors of any such library or reading room in office under existing laws shall so continue until the expiration of their terms, but their successors shall be appointed and vacancies filled under the provision of sections 134.08 to 134.15. At the first regular meeting of the board following the end of each fiscal year of a village or city, the board shall report to the governing body of the municipality all amounts received during the preceding year and the sources thereof, the amounts expended and for what purposes, the number of books on hand, the number purchased and loaned, and such other information as it deems advisable. A copy of such report shall be filed with the Library Division, State Department of Education. Nothing in this section shall apply to libraries in cities of the first class.

[R. L. s. 2261; 1911 c. 181 s. 1; 1945 c. 40 s. 1] (5667)

**134.14 TITLE TO PROPERTY; FREE USE.** All property given, granted, conveyed, donated, devised, or bequeathed to, or otherwise acquired by, any municipality for a library or reading-room shall vest in, and be held in the name of, such municipality and any conveyance, grant, donation, devise, bequest, or gift made to, or in the name of, any public library or library board shall be deemed to have been made directly to such municipality. Every library and reading-room established under sections 134.08 to 134.15 shall be forever free to the use of the inhabitants of the municipality subject to such reasonable regulations as the directors may adopt.

[R. L. s. 2262] (5668)

**134.15 GIFTS; CONTRACTS.** With the consent of the governing body of any city or village, expressed by ordinance or resolution, and within the limitations of sections 134.08 to 134.15 as to the rate of taxation, the library board may accept any gift, grant, devise, or bequest made or offered by any person for library purposes, or for the establishment, enlargement, or maintenance of an art gallery or museum in connection with its library, and may carry out the conditions of such donation. The municipality in all such cases is authorized to acquire a site, levy a tax, and pledge itself by ordinance or resolution to a perpetual compliance with all the terms and conditions of the gift, grant, devise, or bequest so accepted.

[R. L. s. 2263] (5669)

**134.16 CERTAIN VILLAGES AND TOWNS TO ESTABLISH PORTABLE AND CIRCULATING LIBRARIES.** The board of supervisors of any town containing

five or more governmental townships and having a total population of 15,000, including villages therein which are not separated from the town for election and assessment purposes, may establish and maintain a portable circulating library for the education, benefit, and welfare of the people of the town.

For this purpose, the board may purchase and equip a motor vehicle and furnish a driver, a librarian, and such further clerical assistance as it shall deem reasonably necessary for the maintenance of such library, and the library board of such village is hereby authorized to cooperate with the town in the maintenance thereof and to loan books and periodicals to the town on such terms as it shall prescribe.

All expenditures made for the purposes of this section shall be within and not above the limitations now prescribed by law for the general fund of such town.

[1933 c. 176 s. 1] (5669-1)

**134.17 SALARY OF LIBRARIAN.** The council or other governing body of any city of the first class in the state is hereby authorized to fix the salary of the librarian of the public library of such city and to refix the same from time to time at such sum as the council or other governing body may deem advisable.

This section shall apply only to cities having a home rule charter adopted pursuant to the Constitution of the State of Minnesota, Article 4, Section 36.

[1913 c. 199 ss. 1, 2] (1592-8, 1592-9)

**134.18 PRIVILEGES EXTENDED TO COUNTIES AND VILLAGES.** Any public library board in any city of the first class in this state, whether such board was created by and under the general laws or by special act of the legislature, may enter into arrangement with the authorities of the county within which it is located, or with the authorities of any adjoining county, or with the authorities of any village within any such county, whereby the inhabitants of any such county or village may secure the privileges of using the library and museums of any such library board and the authorities of any such county or village are hereby authorized to defray the expenses any such arrangement may involve.

[1907 c. 289 s. 1] (1591)

**134.19 ONE MILL TAX FOR LIBRARY BOARD.** There may be annually levied by, or for the benefit of, any public library board in any city of the first class in this state, whether such board was created by and under the general laws or by special act of the legislature, a tax of not to exceed one mill upon each dollar of the property in such city, as the value of such property has been assessed and determined for the purposes of general taxation.

[1907 c. 289 s. 2] (1592)

**475.52 BOND ISSUES; PURPOSES.** Subdivision 1. **NOT UNDER HOME RULE CHARTER.** Any city not governed by a home rule charter, any village, or any borough may issue bonds or other obligations for the acquisition or betterment of public buildings, means of garbage disposal, hospitals, schools, libraries, museums, art galleries, parks, playgrounds, stadia, sewers, sewage disposal plants, subways, streets, sidewalks; for any utility or other public convenience from which a revenue is or may be derived; for a permanent improvement revolving fund; for changing, controlling or bridging streams and other waterways; for the acquisition and betterment of bridges and roads within two miles of the corporate limits; and for acquisition of equipment for snow removal, street construction and maintenance, or fire fighting. Without limitation by the foregoing any such city, village, or borough may issue bonds to provide money for any authorized corporate purpose except current expenses.

Subd. 2. **HOME RULE CHARTER CITIES.** Any city governed by a home rule charter may issue bonds for any purpose enumerated in subdivision 1 unless forbidden by its charter; and for other purposes as authorized by its charter.

**501.11 PURPOSES OF EXPRESS TRUSTS.** Express trusts may be created for any of the following purposes: \* \* \* 7. Any city or village may receive, by grant, gift, devise, or bequest, and take charge of, invest, and administer, free from taxation, in

accordance with the terms of the trust, real or personal property, or both, for the benefit of any public library, or any public cemetery, or any public park, located in, or within ten miles of, such city or village, or for the purpose of establishing or maintaining a kindergarten or other school or institution of learning therein.

621.53 INJURY TO ARTICLES IN MUSEUM OR LIBRARY. Every person who shall maliciously cut, tear, deface, soil, obliterate, break, or destroy a book, map, chart, picture, engraving, statue, coin, model, apparatus, specimen, or other work of literature, or object of art or curiosity, deposited in a public library, gallery, museum, collection, fair, or exhibition, shall be punished by imprisonment in the state prison for not more than three years, or in a county jail for not more than one year, or by a fine of not more than five hundred dollars, or by both.

[R. L. s. 5138] (10428)

### County Libraries

375.33 FREE COUNTY LIBRARIES. Subdivision 1. CREATING, FINANCING. The county board of any county may establish and maintain, at a location determined by the board, a public library for the free use of residents of the county, and may levy an annual tax of not more than two mills on the dollar of all taxable property which is not already taxed for the support of any free public library and all taxable property which is situated outside of any city or village in which is situated a free public library. The proceeds of this tax shall be placed in the county library fund.

Subd. 2. ESTABLISHMENT; PETITION, ELECTION. If such county library be not otherwise established, upon petition of not less than 100 freeholders of the county, the county board shall submit the question of the establishment and maintenance of a free public library to the voters at the next county election. If a majority of the votes cast on such question be in the affirmative, the county board shall establish the library and shall levy annually a tax for its support, within the limits fixed by subdivision 1.

Subd. 3. CONTRACT WITH LIBRARY BOARD. If there be a free public library in the county, the county board may contract with the board of directors of such library for the use of such library by residents of the county, and may place the county library fund under the supervision of such library board to be spent by such board for the extension of the free use of the library to residents of the county. If there be more than one such free public library in the county, the county board may contract with one or all of such library boards for such free service if in its judgment advisable.

Subd. 4. LIBRARY BOARD. If no free public library in the county is available for use as a central library of the county system, the county board shall appoint a library board of five directors. The term of office of these directors is three years, and each director shall hold office until his successor is appointed and qualifies. Of the directors first appointed, two shall hold office for three years, two for two years, and one for one year from the third Saturday of July following their appointment, as specified by the county board; and thereafter the directors shall be appointed for a term of three years. This board of directors shall have the powers and duties of a board of directors of any free public library in a city or village, and shall be governed by the provisions of sections 134.09, 134.11 to 134.15.

[1919 c. 445; 1943 c. 94 s. 1; 1947 c. 64 s. 1; 1949 c. 266 s. 1; 1951 c. 217 s. 2] (673)



# Herbert Putnam

1861 - 1955

Herbert Putnam, Librarian of Congress, 1899-1939, died at Woods Hole, Massachusetts, of a coronary thrombosis, on Sunday, August 14, 1955, following a hip fracture sustained a fortnight before. He was in his ninety-fourth year. His daughters, Mrs. Eliot (Shirley Putnam) O'Hara and Miss Brenda Putnam, were at the bedside.

Mr. Putnam, son of George Palmer and Victorine Haven Putnam, was born on East Seventeenth Street, New York, September 20, 1861. His preparatory education was received at the private English and Classical School, conducted by James H. Morse, on Upper Broadway. He entered Harvard in the fall of 1879, and graduated with honors and a Phi Beta Kappa key four years later. For a term, he attended the lectures at the Columbia Law School, but then removed to Minneapolis, at the suggestion of the son-in-law of James J. Hill, where he combined the duties of librarian of the Minneapolis Athenaeum with the further pursuit of his legal studies. He was admitted to the Minnesota bar in 1885.

In the fall of 1886, Mr. Putnam married Charlotte Elizabeth Munroe, daughter of the Reverend Charles and Susan Hall Munroe, of Cambridge, Massachusetts. Three years later he became the first City Librarian of Minneapolis.

At the close of 1891, the serious illness of Mrs. Putnam's mother obliged them to remove to Massachusetts where they might be near her. For a time, Mr. Putnam practiced before the Suffolk County bar, but on February 11, 1893, he became librarian of the Boston Public Library. He was then thirty-three. The magnificent new building, on Copley Square, had just opened. The opportunity was challenging; with rare insight, superb energies, and uncommon gifts for administration, Mr. Putnam was soon

acknowledged to be the outstanding leader of his profession.

When, early in 1899, John Russell Young died, Herbert Putnam was the unanimous choice of colleagues throughout the country to succeed him as Librarian of Congress. But first it was necessary to eliminate from consideration certain unqualified but powerful contenders for the place.

Mr. Putnam assumed the office of Librarian of Congress on April 5, 1899, and continued in it for forty years.

To Herbert Putnam the Library of Congress was, as he put it, "within its own vanities . . . the Library of the United States, the National Library of the United States"; deriving its implicit powers from the general welfare clause of the Constitution and enabled thereby "to continue to expand, develop, take on new undertakings." It flourished, prospered, progressed throughout his administration. Among his accomplishments must be mentioned the elaboration and standardization of the processes of catalogation, the distribution of printed catalog cards, the inauguration of the interlibrary loan system, the establishment of the Legislative Reference Service and of those other scholarly services represented by the several specialized divisions, the compilation of the National Union Catalog, the passage of the Trust Fund Board legislation, the institution of endowed concerts, the direction of the American Library Association's War Service, and the vast growth of the collections themselves.

On October 1, 1939, Mr. Putnam became Librarian Emeritus of the Library of Congress, an office which, created for him presumably, vanishes with him, now. That was sixteen years ago, but thereafter (until very recent months) he came punctually, regularly, to his office.



## S A L M A G U N D I

### Dacca Lecturer

Mildred L. Methven, librarian at Braille and Sight Saving School, Faribault, Minnesota, has received a Fulbright Award as Lecturer in Library Science at the University of Dacca in East Pakistan for the school year 1955-56.

Members of the staff of the Library Division have been privileged to receive copies of a series of very interesting letters describing Miss Methven's impressions of life in Tehran, Karachi and Dacca. She will give a course of sixty-eight lectures from August 16 through December 21. To make it possible for library staff members to attend these lectures, they will be given at 5:00 P.M. In addition, six lectures will be given to students on the use of the library. Later on Miss Methven will conduct a series of workshops for librarians out in the provinces. These will be held in Dacca.

Miss Methven's address is c/o American Consulate, Hotel Shahbagh, Dacca, East Pakistan.

### Personal

Patricia Johnson of Sioux Falls, Ia., has been named Children's Librarian of the Nobles County Library, according to an announcement by the Librarian, Wayne Bassett. Miss Johnson is a graduate of Augustana College at Sioux Falls, and Western Reserve University Library School in Cleveland, Ohio. Her library experience includes two years at Sioux Falls as a bookmobile librarian, and service as a branch library assistant at Cleveland, Ohio.

Mrs. Joseph Linster, Secretary of the Crookston Public Library Board, has announced the appointment of Mrs. Cleo Thompson as Librarian. She replaces Leonard Stasney who resigned from the position to accept an assistant librarian's job with the Canton, Ohio, Public Library.

Mrs. Thompson is a graduate of the University of North Dakota, has taught school at Pontiac, Mich., served as librarian at Camp Crowder, Mo., and left a position as Librarian at Fort Benjamin Harrison, Ind., to accept the Crookston appointment.

Richard Gray has accepted an appointment as library assistant in the Public Library at Gary, Indiana.

Mrs. Ada Sheets has retired from her position in charge of children's work at the Brainerd Public Library. Mrs. Evelyn M. Paine has been appointed as her successor. Mary Lind has been named assistant librarian to succeed Mrs. Paine.

Hattie Boyd has resigned as Librarian of the St. Charles Public Library. Mrs. Carl Benedette has been appointed to fill the vacancy left by Miss Boyd's resignation.

Sedora Underdahl has been appointed Librarian at the Kenyon Public Library. She succeeds Anna Monson who resigned earlier in the year.

Agnes S. (Mrs. Luther) Becklund, First Assistant Librarian at the Franklin Branch of the Minneapolis Public Library, retired recently after a total of 25 years of service with the library.

Mrs. Becklund first became a member of the library staff in 1921 during her college days at the University of Minnesota. She worked part time at the old Logan Park Branch and did her practice work at Seven Corners Branch.

After graduation from college, she was first at the old Oak Street station, then at East Lake Branch, and then at Pillsbury. She left Pillsbury in 1941 to get married and moved with her husband to Austin, Texas, and later to Flint, Michigan, where she worked in the Reference Department of the Flint Public Library. She returned to Minneapolis in 1949 and began at Franklin where she remained until her retirement. The Becklunds are residents of St. Paul.

Faye Cuzner recently retired as Librarian of the Alexandria Public Library. Miss Cuzner had served as librarian there since 1945.

Celia Bouquet, who has served as Librarian of the Caledonia Library for many years, resigned recently. Grace Dorival has been appointed to fill the vacancy for the balance of the current fiscal year.

Edna Anderson has resigned as Librarian of the Carnegie Public Library at Coleraine. She has accepted a teaching position at Red Lake Falls. Mrs. J. C. Martin has been appointed as acting librarian.

Benjamin M. Lewis has been named Head Librarian at Hamline University, it was

announced by Paul H. Giddens, president. He succeeds Anna C. Lagergren who retired as head librarian after 32 years of service.

Dr. Lewis has been Assistant Librarian at Eastern Illinois State College, Charleston, Ill. Previously he served as classifier of the Nazi collection at the University of Michigan Library and was a teaching fellow in history at that institution.

A native of Appleton, Wis., he is a graduate of Ohio Wesleyan University and received his Master's Degree in Library Science and his Doctor's Degree in Library Science at the University of Michigan.

Belvina Johnson has been appointed as Librarian at the Sauk Centre Public Library. She succeeds Lewis Olds who recently accepted a position as Librarian with the Coleraine Public School system.

Leigh D. Jordahl, Catalog Librarian for the past two years at Carleton College, has been named Librarian at St. Olaf College. He succeeds Alf Houkom who died last June after serving 22 years.

A native of Decorah, Ia., and graduate of Luther College there, Mr. Jordahl has a Master of Arts Degree in Library Science from the University of Minnesota. He was assistant librarian there before going to Carleton. He will have the rank of assistant professor at St. Olaf.

Jane Ellen Carstens has been appointed Assistant Professor of Library Science at the University of Minnesota for 1955-1956. She holds the B.A. from Southwestern Louisiana Institute, the B.S. in L. S. from Louisiana State University, and the M.S. from Columbia University. For four summers she has been an Assistant in work with children at the New York Public Library. She has been Assistant Librarian at the Hamilton Training School, Lafayette, Indiana, from 1942 to 1955.

Miss Carstens will teach courses in Cataloging, Reading Guidance for Children and Adolescents, School Library Problems and Children's Literature.

Gerald Giefer, Assistant to the Director of the University of Minnesota Library School, has accepted a new position as Librarian at the United States Air Academy, Denver, Colorado. Succeeding him in his former position is Elizabeth R. Willard, who for the past year has been a Teaching Assist-

ant in the Library School. Miss Willard has worked in the St. Paul, South St. Paul and Mitchell, South Dakota, Public Library systems. She received her B.S. from Hamline University in 1954 and will receive an M.A. in December 1955 at the University of Minnesota.

Margaret N. Fletcher, head of the Minneapolis Public Library's Visual Aids Service, retired September 1 after 16 years at the library, and on September 12 became Mrs. Richard Murrell of Santa Clara, California.

Miss Fletcher began with the library in 1939, and was the first head of Visual Aids when it was established in 1947.

A native Minneapolitan, she studied at the University of Minnesota, Columbia University, Syracuse University, and the University of Illinois. After college she was a Minnesota teacher, and later became the first Executive Secretary of the Minneapolis Camp Fire Girls council.

She remained in the latter capacity for five years and then moved east into dean of women work. On her return to Minnesota, she began her career at the library, after first directing a St. Croix river camp for the underprivileged.

Outside interests include singing, archery and square dancing. She is a member of the American Association of University Women, the League of Women Voters, and the Citizens League.

Margaret M. McGuire is the new department head.

Ingrid Pedersen, new Branch Librarian at the Hosmer Branch of the Minneapolis Public Library, could have brought her own circus with her when she began her duties there, Tuesday, September 6.

Miss Pedersen designed and made several circus figures over a period of a year and a half, and then last spring put them on exhibit in the children's room of the main library, where she was formerly head.

She began in the library system in 1930, and became head of the children's room in 1943. She has served as chairman of the Children's Library Association for Minnesota of the American Library Association, chairman of the Children's Section of the Minnesota Library Association, and president of her library union.

Miss Alyce Mae Underhill, former Children's Librarian at North Branch, will take her place in the children's room.

### Indian Tribes

The fall issue of the *Gopher Historian*, junior magazine of the Minnesota Historical Society, will be entirely devoted to the history of the Indian tribes of Minnesota.

Single copies 35c or 3 for \$1. Annual subscription price \$1. Order from: Minnesota Historical Society, St. Paul 1, Minn.

### The Menace

Currently many people bewail the presence of undesirable comic books upon the nation's newsstands. They warn of the evil effects upon children and urge strict censorship. On the other hand, the Red Wing Carnegie-Lawther Library has what would appear to be a sounder approach to the problem. It has used the appeal of a "Dennis the Menace" club to organize some 337 local youngsters for a reading program. The reading is in the recognized and approved children's literature to be found on the library's shelves. The idea is to direct children's interests into good channels rather than to seal off every bad channel.

### Library Month

Public librarians and units of the General Federation of Women's Clubs in hundreds of communities throughout America are working together to highlight the service of the library during "Know Your Library Month," in November.

This is the second annual observance of the event, part of the "Know and Grow" program developed by Mrs. Robert F. Herrig of Libby, Montana, Chairman of the GFWC Libraries Division, and Librarian of the Lincoln County Free Public Library in Libby. The American Library Association is again cooperating in the program which has had the close interest and assistance of S. Janice Kee, Executive Secretary of the ALA Public Libraries Division, and Mildred L. Batchelder, Executive Secretary of the ALA Division of Libraries for Children and Young People.

All State Library Extension Agencies were advised of the two-year program last year by Miss Kee who prepared and distributed a suggestion sheet of activities for "Know Your Library Month" and this guidance will again be furnished for the 1955 observance. This suggestion sheet may be secured from the State Library Agency or by writing to Miss Kee.

The suggestions will include ideas sent to Miss Kee by librarians who participated in the previous observance. Reports have come from many parts of the country on successful activities.

Emphasis in the 1955 "Know Your Library Month" programs suggested by Mrs. Herrig is on involving the entire community in the observance. Mrs. Herrig's suggestions to club presidents and state officials of the GFWC urge that, working with the local librarian, they organize community activities so that the people will learn that "good libraries are important agencies in our vital need for an informed citizenry." She adds: "In localities with adequate facilities, the need is to inform more people of available services and encourage their use. In the many places where there is inadequate service, the citizens should be informed of the possibilities for future improved service and ways to secure it."

In detailed program ideas, Mrs. Herrig suggests to the club chairmen that the organization committee include representatives of local government and of the Chamber of Commerce, as well as church, veterans, civic groups, service clubs, newspapers, radio and TV stations.

"Know Your Library Month" activities, Mrs. Herrig points out, should be carefully designed with the close cooperation of the library staff and trustees, to fit the character and resources of the library and the community which it serves. Her suggestions range from single events to a month-long program of events which might include dedication of a Memorial Book Shelf, visits by authors, opening of a new department, special children's projects, banquets and open house affairs, conducted tours of the library, Town Hall discussion meetings, exhibits, etc.

The total "Know and Grow" libraries program of the GFWC, Mrs. Herrig explains, is divided into three sections: (1) Know and grow through personal and club use of libraries; (2) Know your library and help it grow; (3) Know how to get a good library if you have none.

### Education Week

Many libraries will be interested in participating in observance of American Education Week November 6-12, 1955.

The general theme of the observance is "Schools — Your Investment in America."

A variety of supplies to help in the observance may be obtained from Ivan A. Booker, Assistant Director, National Education Association Division of Press and Radio Relations, 1201 Sixteenth Street, N.W., Washington 6, D. C.

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## United Nations Day

On October 24 United Nations Day will be observed in many countries. It marks the tenth anniversary of the coming into force of the Charter of the United Nations. The purpose of the day is to make known to the peoples of the world the aims and achievements of the United Nations and to gain their support for its work. Librarians are in a key position to inform their communities of the United Nations and to help them participate in its observance through public gatherings at libraries, ceremonies, banquets and parades. In the past educa-

tional institutions particularly have emphasized the day with lessons, plays, lectures, exhibits, films and make believe United Nations meetings.

One recent publication of the National Education Association Committee on International Relations may prove helpful to libraries. It is called *Box Score on the UN*, and may be obtained for ten cents by writing to 1201 16th St., N. W., Washington 6, D. C.

## Book Fair

The Minneapolis Public Library, in sponsorship with the Minneapolis Walker Art Center and the Children's Book Council, will present a children's Book Fair, November 13-20, at the Walker Art Center, 1710 Lyndale Avenue South.

Organizations and individuals assisting in arrangements include the Minneapolis Public Library Friends; Minneapolis Parent-Teacher Association; Federation of Catholic Mothers Clubs; Minneapolis Junior League; Fifth District Federation of Women's Clubs; Walker Center Arts Council; Conference of Minneapolis Jewish Women's Organizations; Dayton's, Donaldson's, Powers, and Doubleday bookstores; Mrs. Robert Morgan, director of Public Relations, Walker Art Center; and William P. Steven, executive editor, Minneapolis Star and Tribune.

Present plans call for an exhibit of 1500 books from the Children's Book Council, and appearances of authors and illustrators of children's books as speakers. Model libraries will be exhibited by three local bookstores, Dayton's, Donaldson's and Powers, while a fourth, Doubleday, will show a model record library for young people. Contents of the exhibits will be given away as prizes, as well as dictionaries, globes, atlases, home reference books, and encyclopedias.

During the time of the Book Fair, the Minneapolis Public Library will display a historical survey of children's books, children's books in foreign languages, and an exhibit of encyclopedias.

## Charging Systems

The growth of libraries in recent years, both in number and in circulation figures, has increased the need for a good look at charging systems to find out which one is best for a particular library.

The solution to circulation problems need not be additional personnel, or having the professional staff spend precious time at routine clerical duties. A new charging system which cuts down on wasted time and cumbersome operation is often the answer. Helen T. Geer, American Library Association Headquarters Librarian, presents a helpful guide in her new book, *Charging Systems*. She supplies practical answers to librarians' questions: what equipment must I buy and where? what is the installation cost and how much time would I save in operation? how does the system deal with charging and discharging operations, overdues, renewals, and reserves? will my library's patrons like it? in effect, how will the system benefit my library, along with its drawbacks?

This guide to the selection of a charging system deals clearly and simply with seventeen systems, both mechanical and manual, now being used by public, college, and special libraries. The description of step-by-step circulation routines provides excellent material both for those who are contemplating a change of system and for those who wish to evaluate the operation of their present system.

Almost all of the systems are generously illustrated with photographs and drawings of some of the equipment used, including machines and forms. The appendixes include a partial list of libraries using each system, companies selling equipment and supplies, and a selective bibliography. The evaluations of the systems are recapitulated in tabular form for simple comparison. A comprehensive handbook which assembles in a single volume a wide range of up-to-date material, most of which has never before been published, *Charging Systems* will prove invaluable to librarians everywhere. American Library Association, Chicago, Illinois, 1955. 224p. \$3.75.

#### Documents Manual

A book describing the methods of treating government documents in libraries has been sorely needed for many years. In order

to remedy this situation, Ellen Jackson, Government Documents Librarian at the University of Colorado Libraries, has prepared just such a book: *A Manual for the Administration of the Federal Documents Collection in Libraries*. Originally a project sponsored by the A.L.A. Committee on Public Documents, the *Manual* was published by the American Library Association in September.

Specifically designed to assist custodians of depository collections of U. S. government publications, the *Manual* will also serve public or research libraries with growing collections of government documents. It describes the origins and purpose of government publications, and the sources and methods of their acquisition. Both the official depository program for U. S. government publications and non-depository sources are presented. The book outlines methods for organizing the collection and systems of classification and records. A chapter on basic bibliographies and indexes of government documents is included. 112p. \$3.00.

#### Adult Educators

Libraries have always served in a general educational capacity, but their increasingly active role in the patron's search for self-education has raised problems for librarians themselves. Out of discussions held at the Allerton Park Conference last year came the view that librarians wishing to assume the responsibilities which this kind of work entails frequently find it difficult to recognize the kind of training they need to do so.

The Conference Report, written by Lester Asheim and recently published under the title *Training Needs of Librarians Doing Adult Education Work* discusses in detail the special attitudes, knowledge, and skills required for adult education work in libraries, and relates them to: the training appropriate for various activities, the agencies which best provide the training, and the ways in which such agencies can be established where they do not yet exist. Chicago, Ill. American Library Association, 48p. \$1.50.

# BOOKS AND PAMPHLETS

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Compiled by Delores Saemisch of the Reference Department, Hibbing Public Library

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